



Monthly Departmental Report

December 2014

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works

Other Agency Reports



Finance Department

Monthly Departmental Report

Through the Period Ended January 16, 2015

Activity	Status
Operations	
Successor Agency	In the past year the Successor Agency reached a settlement and/or agreement with both the State Department of Finance (DOF) and the State Controller's Office (SCO) related to the Other Funds Due Diligence Review and other Redevelopment Agency wind-down actions. No additional funds are required to be submitted to the state; however, in January and February, the Successor Agency, City of Belmont, and Belmont Oversight Board will take several procedural actions related to the DOF settlement. Additionally, the Belmont Oversight Board will also be approving the Recognized Obligations Payment Schedule (ROPS – i.e., budget) for the Successor Agency for the July-December 2015 time period.
Economic Development	<p>The City's economic development consultant Keyser Marsten Associates (KMA) is developing options to maximize the inventory of Low-Moderate Income (LMI) property asset disposition/retention plan that will further the City's goals of affordable housing production and boost the City's downtown revitalization efforts. Moreover, KMA is integrating their work to supplement the General Plan and Belmont Village Specific Plan efforts, as well as support the negotiations for the Firehouse Square target site.</p> <p>In December 2014, the City Council and Planning Commission held study sessions to consider the draft Housing Element 2015-2023 which includes identification of priority development sites in the Downtown area and along El Camino Real. This document also identifies new programs that will help encourage development activities within Belmont. The Housing Element has been submitted to the State Department of Housing and Community Development (HCD) for review</p>
PG&E Energy Efficiency Project	On November 25 th , Council directed staff to execute design-build agreements with energy service companies (ESCOs) to implement revisions to the energy efficiency project that comply with applicable statutes. Staff is working with the City Attorney, PG&E and the ESCO's to finalize contract documents. Two out of the three contracts have been fully executed and work on the Library is expected to begin this month.

Reporting

Treasurer's Report

November report completed.

Monthly Budget Variance

November report completed.

Human Resources Department Monthly Report
January 2015
Recruitment Summary



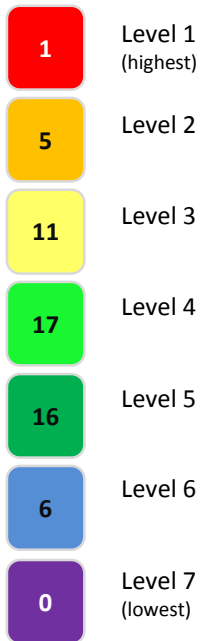
Recruitment Summary

Position	Department	Filing Deadline	Status/Activity
Maintenance Worker I/II	Parks and Recreation	January 16, 2015 or 100 applications received	Application period under way.
Recreation Coordinator- Facilities	Parks and Recreation	January 7, 2015	Applications under review.
Maintenance Worker I/II	Public Works	TBD	Recruitment announcement forthcoming.
Senior Recreation Leader – After School Program	Parks and Rec	Continuous	Application period under way.

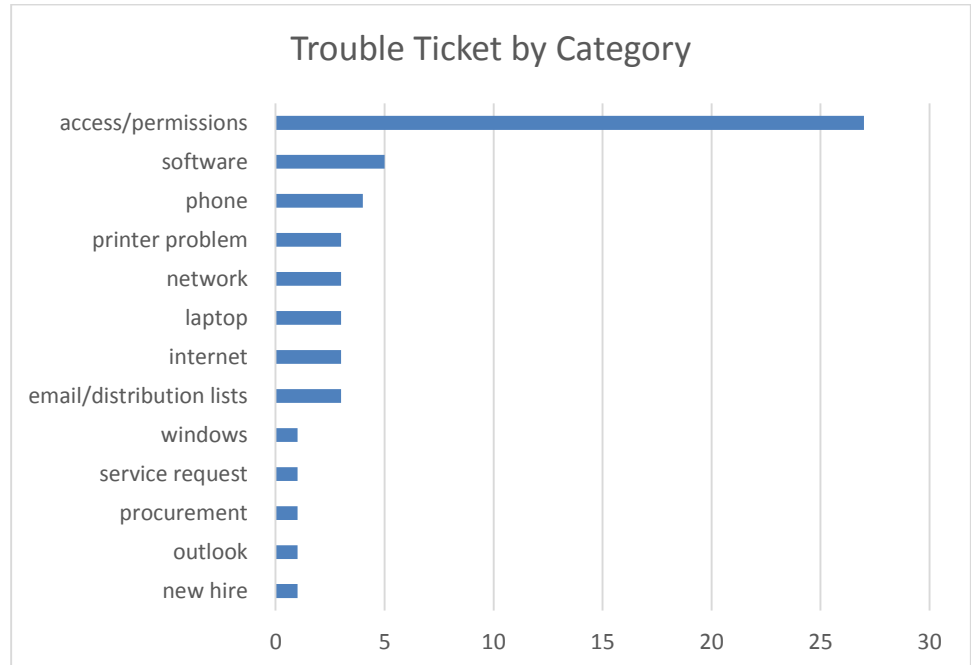
Daily Operations:

- Service Requests, 56 Trouble Tickets were received and responded to by IT

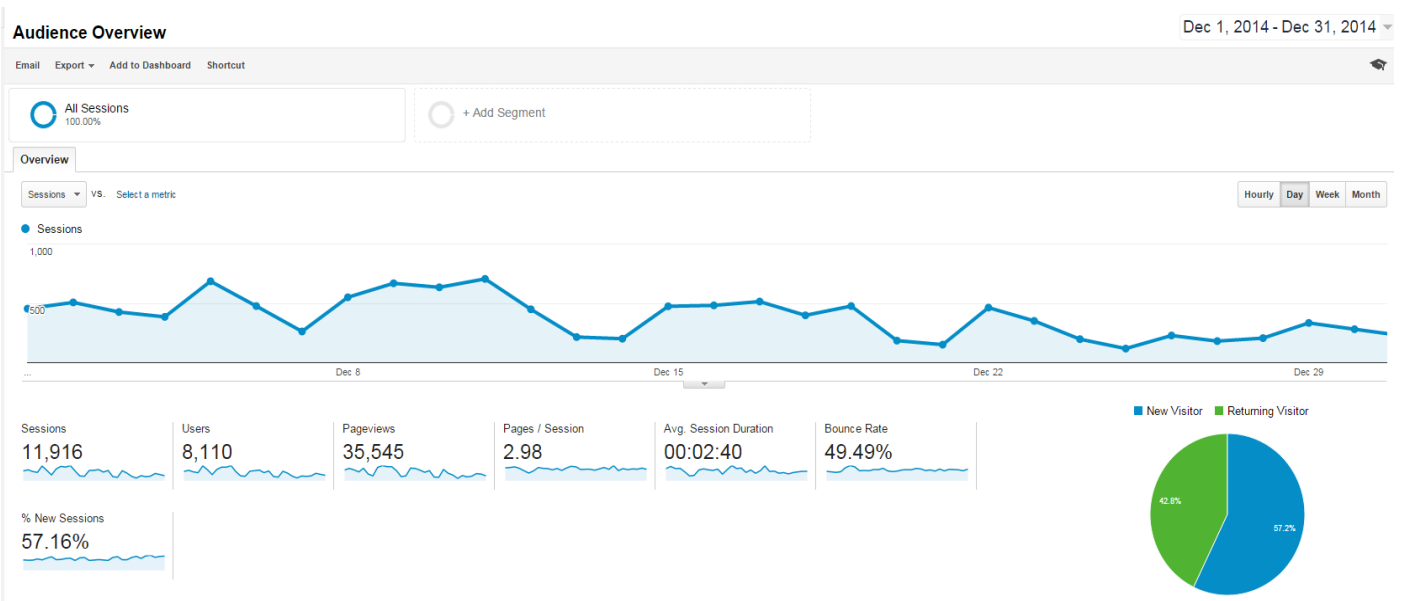
Trouble Tickets by Priority



56 TOTAL



www.belmont.gov: Activity: December 1, 2014 – December 31, 2014



Major Projects:

- Technology Refresh

IT staff completed the replacement of PD 911 Dispatch Stations

- Belmont Mobile Application – Expanding Civic Engagement

Work commenced on this project with a kick-off meeting outlining project plan, timeline and anticipated resources. Staff is currently involved in the overall design of this new application, *My Belmont*. The project is scheduled to go live in early 2015. Jason Eggers, jeggers@belmont.gov is the project manager.

- Emergency Operation Center

IT managed the technical environment of the Emergency Operations Center – activated due to heavy rains that fell in December.

**Parks and Recreation
Monthly Report
December 2014**



DAY CARE	<p>BELMONT COMMUNITY LEARNING CENTER:</p> <p>The Community Learning Center has 75 children enrolled.</p> <p>Our Holiday Party was December 4. Each class performed three songs, followed by a raffle, and a visit from Santa. The school raised over \$1,200 through raffle ticket sales. The Holiday raffle money will go towards the PTO fund for the children's enrichment classes.</p> <p>On December 18, a parent volunteer decorated holiday cookies with the children.</p> <p>Our next PTO meeting is Tuesday, January 13 at 6:00pm. The PTO will begin working on the upcoming Silent Auction.</p>
SENIOR SERVICES	<p>PROGRAMS and EVENTS:</p> <p>~The Twin Pines Shuttle provided 130 one way trips in December.</p> <p>~ 290 Lunches were served in the Twin Pines Café.</p> <p>~Volunteers provided 375 hours of dedicated service at the Twin Pines Senior & Community Center in December.</p> <p>~A December Birthday lunch was held, celebrating everyone born in the month of December.</p> <p>~A Holiday Lunch was held, featuring a feast of turkey, stuffing, mashed potatoes and all the trimmings. Fifty-five seniors attended this luncheon, which featured entertainment by NDNU students.</p> <p>~December movies were attended by over 165 people, with new DVD releases, foreign films and the classics shown.</p> <p>~A Volunteer social held in the Twin Pines Manor Building. Our dedicated group of volunteers gathered for companionship, tasty treats and festive music in celebration of the Holiday season, and a successful year at the Twin Pines Senior and Community Center.</p> <p>~Home Helpers sponsored a Piano Wine and Cheese holiday social. Pianist Stephen Stockholm had the audience singing along to show tunes and holiday songs as they enjoyed nibbles of cheese, fruit and nuts. All had an enjoyable time.</p> <p>~The Twin Pines Senior and Community Center closed from December 22-January 2 for building maintenance and the Holiday furlough.</p>

**Parks and Recreation
Monthly Report
December 2014**



<p>RECREATION PROGRAMS AND CLASSES</p>	<p>ACTIVENET ONLINE REGISTRATION: The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"> ▪ 493 enrollments were processed during the month of December, generating \$55,489 in recreation program revenue. ▪ 276 (56%) enrollment transactions were successfully processed online during the month. ▪ Processed \$29,399 (53%) in program revenue via online transactions, a lower percentage due to many Heartbeat Dance Academy registrations being input manually. <p>TEENS: At the library, the Teen Center served 260 youth and Barrett Community Center saw 89 students drop in.</p> <p>VOICES: - For the second year in a row, V.O.I.C.E.S. partnered with Tenderloin Neighborhood Development Corporation to spread holiday cheer. On Saturday, December 13th, V.O.I.C.E.S. wrapped gifts for the 250 students and their families that participate in the Tenderloin After School Program. Program Coordinator Alyssa Santos said “Thank you all for your patience, your eagerness to help, your hard work and above all your time on a beautiful Saturday!”</p> <p>Monday, December 15, V.O.I.C.E.S. celebrated the holiday season and a successful first semester of service with a potluck and gift exchange. In our first four months, fourteen total hours of direct service time has been given to four organizations from the Tenderloin, San Jose, San Mateo and our very own Belmont.</p> <p>YOUTH: 16 kids enjoyed holiday cooking classes this month, Gingerbread house decorating and making cookies! 16 kids also tried Indoor Soccer this season.</p> <p>ADULT: 12 adults started a new session of Taiko drumming, which is a workout as well as a cultural experience.</p> <p>EVENT: For the 3rd year, Parks and Recreation partnered with Belmont Fire to have Santa at the Firehouse! Hundreds of children and families came to see Santa, bring a gift for donation to local needy families, and have their picture taken with Santa. The firemen outdid themselves on making cider, serving cookies, and hosting the community at the free event. Snow was available for kids to play on, some it was their first sight and touch of snow. Coloring tables as well as a fun train were some of the other diversions while kids waited to sit on Santa’s lap and tell him their dreams.</p>
---	---

**Parks and Recreation
Monthly Report
December 2014**



RECREATION FACILITIES	FACILITY RENTALS: Facility Uses: Cottage –11 Lodge – 15 TPSCC – 17 Manor – 4 Barrett - 13 Complex - 15	TOTAL FACILITY USES - Picnic Areas: Buckeye – 1 Total Picnic Rentals – 1 Total Facility Revenue - \$30,239
MEETINGS	Belmont City Council Meetings Belmont City Wellness Committee Meeting Belmont Senior Citizen’s Advisory Sub-Committee Belmont Community Learning Center PTO Meeting City Facilities Team meeting LERN webinar – one year plan Recreation Division Staff Meeting San Mateo County Parks and Recreation Directors’ Meeting San Mateo County Aging and Adult Services Providers Meeting San Mateo County wide EOC exercise San Mateo County Meals on Wheels and Nutrition Site Managers Meeting Sequoia Village Partnership Meeting SUHSD Academy Program Meeting Synthetic Turf Project Renderings Meeting	

Parks Maintenance Activities

Location	Work Performed
Hallmark Park	Prune shrubs back from pathways for access
Alexander Park	Repair tennis court anchor pole
Island Park	
Island Park	Clear homeless encampment from shrubs behind North Field
Island Park	Made repairs and replaced water fountain in North Field dugout
Island Park	Clear drain blockages in North Field concession stand
Twin Pines	Change light bulbs in Ralston Ave. signboard
Twin Pines	Remove fallen tree in City Hall parking lot
Barrett Community Center	Prune trees and shrubs behind breezeways and wings, dead tree removal

**Parks and Recreation
Monthly Report
December 2014**



Barrett Community Center	Tree planting with Barrett preschool children for Arbor Day "Tree City USA" certification
Barrett Community Center	Sandbagging of studios for storm preparation
Barrett Community Center	Cleaned up nuisance flooding from heavy rains
Barrett Community Center	Remove blockages from downspouts for proper drainage
Barrett Community Center	Mopped up flooded studio 5 from heavy rain
Belameda Park/Library	Installation of multi-stream waste enclosures in playground/park area
Island Park	Paint striping of North Field for club soccer leagues
Citywide Maintenance	Mowing of passive lawns in parks

Athletic Field Activities

Location	Work Performed
Island Park/North Field	Repair 4" mainline water break
Island Park	Clearance of red rock/debris from ball field drains

Medians and R-O-W Activities

Location	Work Performed
Sixth/O'Neill/Old Firehouse Lot	Graffiti removal on garage
500 block of Mountain View	Planted two Crape Myrtle trees in the boulevard landscape area
Hiller Triangle/Ralston Ave.	Fall landscape management-pruning and raking

Open Space Activities

Location	Work Performed
Water Dog Lake Road	Remove wood from fallen tree that was blocking drainage
Chaparral Trail	Clear fallen Oak tree from trail

Facilities Maintenance Activities

Location	Work Performed
Manor Building	Adjust light timer
Manor Building	Repair sticking door
Lodge Building	Repair partition in restroom
Lodge Building	Fix door lock
Lodge Building	Repair gutter
Park Office	Adjust light timer

**Parks and Recreation
Monthly Report
December 2014**



Manor Building	Replaced numerous burnt bulbs
Barrett Community Center	Re-tape Multi-Use dance floor
Barrett Community Center	Change Multi-Use light
Barrett Community Center	Replace faulty light switch
Barrett Community Center	Installed three door strip
Barrett Community Center	Patch hole in baseboard
Barrett Community Center	Redirect drain
Barrett Community Center	Unclog drainage inlet
Barrett Community Center	Repair faulty door handle
Barrett Community Center	Clean-up five rooms from flooding damage
Barrett Community Center	Repair door lock
Barrett Community Center	Clean gutter
Barrett Community Learning Center	Install two emergency bug lights
Barrett Community Learning Center	Replace light bulbs
TPS&CC	Clean roof drain
TPS&CC	Install new water heater
TPS&CC	Repair door lock
City Hall	Repair phone line to Fire alarm
City Hall	Spray for ants
City Hall	Repair damage from leak
Police Department	Repaired cabinet drawer
Police Department	Repair door handle
Police Department	Repair card reader for door
Police Department	Clean –up water damage from flooding
Police Department	Repair faulty lock mechanism
Police Department	Clean drain
Police Department	Repair sticking gate
Police Department	Installed two new closers for gate
Fire Station	Repair Air Conditioning
Fire station	Repair shower doors
Fleet Management	Install new door handle
Library	Replace bulbs
Library	Install shelf for DVD player

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
January 2015**

<i>PROJECT DESCRIPTION</i>	<i>STAFF</i>	<i>CURRENT/FUTURE ACTIONS</i>
Long Range Planning		
<p><u>2035 General Plan Update & Belmont Village Plan</u></p> <p>This project involves a comprehensive update of the Belmont General Plan (GP) and will include a Belmont Village Downtown Plan. The GP serves as the guide for future social, physical, and economic development of the City. The GP is a long-term document consisting of goals, policies, written text and diagrams that expresses how a community should develop over time.</p> <p>General Plan Project Task One was completed on schedule and within budget, including launch of the project website, city-wide mail-out of newsletter #1, and stakeholder interviews (October), and completion of community workshop #1 (November).</p> <p>The City is in the process of creating a Belmont Village (BV) Specific Plan which is anticipated to provide greater detail and direction on zoning regulations, public realm improvements, design guidelines for new development, historic preservation, and other desired changes for Belmont Village. The BV Specific Plan will also complement the to-be-updated 2035 Belmont General Plan for the City.</p>	<p>de Melo and Dyett & Bhatia (D&B) - GP Consultants</p>	<ul style="list-style-type: none"> • Dyett & Bhatia preparing 'Working Papers' and conducting background research. • Transportation data collection under way. • On 1/9 the City invited qualified consulting firms to submit Statements of Qualifications (SOQs) to prepare the BV Specific Plan and Environmental Impact Report (EIR) pursuant to the \$550,000 City/County Association of Governments (C/CAG) Priority Development Area (PDA) Planning Program Grant awarded to the City in May 2014. <p>A few key upcoming events:</p> <ul style="list-style-type: none"> • Community workshop #2 set for Thursday January 22nd from 6-8PM at Belmont City Hall, with a second session to be scheduled by first week of February for Carlmont High School students. • Newsletter #2 plus a mail-in citywide survey set for late February. • Joint City Council/Planning Commission study session targeted in late March.
Complex Development Review		
<p><u>Firehouse Square</u></p> <p>The City has entered into an Exclusive Negotiating Agreement (ENA) with Sares-Regis Group of Northern California (SRGNC) to determine if a development plan could be achieved for</p>	<p>de Melo Scoles Fil Rennie</p>	<p>Initial Neighborhood Outreach completed. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms. Exclusive Negotiating Agreement extended for six months to March 2015.</p>

the City-owned parcels (approximately 1.3 acres in size) in the Firehouse Square Block - located between El Camino Real and Fifth Avenue, and O'Neill and Broadway Avenue.		
<u>Autobahn Motors Dealership Expansion – 700 Island Parkway</u> Project entails demolition of existing dealership and construction of a new 57K sq. ft. Sales Facility/Showroom building. Some service operations will move to 500 Harbor Boulevard (HIA area) currently leased by Autobahn.	de Melo	Planning Commission and City Council approved Planned Development Amendment and project environmental study in May 2014. Detailed Development Plan, Grading Plan, and Design Review approved by Planning Commission at 10/7/14 meeting. City Council approved Fence/Gate Plan at 10/28 meeting. Building Permit plan check currently under review.
<u>576-600 El Camino Real – Proposed Mixed-Use (Commercial & Residential) Development</u> Project includes construction of a three story mixed-use building – 11,000 square feet of ground floor commercial space and 32 residential condominiums on the 2 nd & 3 rd floors. An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.	de Melo	Planning Commission conducted public hearings on 9/2 & 9/16 for project entitlements and environmental study and recommended Council approval. City Council approved subject entitlements on 10/14. Design Review, Grading Plan, and CUP to establish Detailed Development Plan (DDP) submitted on 1/12/15. Completeness of application under evaluation. Planning Commission review anticipated in April.
<u>490 El Camino Real (at Davey Glen – Proposed Mixed-Use (Commercial & Residential) Development</u> Project includes construction of a multi-story mixed-use project – 5,000 square foot stand-alone single story commercial building and a separate four story building with 73 residential condominiums. An underground garage will serve the residential units and 20 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the	de Melo & Contract Planning Firm	Project currently under review by City Departments. Second round of site plan/architectural review completed. Draft Project Environmental Study anticipated for submittal in next 30 days. Public hearings for project targeted for late Spring (April/May).

condominiums.		
<u>Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive</u> Project entails construction of new 60,000 sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.	DiDonato & de Melo	Council authorized Service Agreement for EIR Environmental Consultant on 10/28. Public hearings for project anticipated in Fall 2015.
<u>Clear Channel Outdoor (CCO) – Shoreway Road</u> Project includes installation of a two-sided digital electronic billboard for the City's Shoreway Road Pump Station property.	de Melo	Project environmental study released for public review/comment on 12/23/14 – review period ends on 1/22/15. Public hearings for project anticipated in March.
Appeals		
AT&T Wireless Facility – Public Right-Of-Way on Notre Dame Avenue /1920 Notre Dame Avenue	de Melo Rose Rennie	Appeal filed on 12/23 by AT&T of Planning Commission decision (12/16) of proposed AT&T Wireless Facility Modification Project. City Council Public Hearing anticipated in February.
Successor Agency Projects		

Items shown in bold face are new since last month.

Items shown in italics are scheduled for next CC or PC meeting.



**Permit Center
Monthly Council Report
December 2014**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	3	Planning Division
Development Review Applications Approved	1	Planning Commission Review
Permit Applications Received	75	Building, Plumbing, Electrical & Mechanical
Permits Approved	55	Inclusive of above
Permits Issued	61	
Inspections Performed	336	Building Division
Revenue Generated	\$101,586.56	Development Services
Department 210		



BELMONT POLICE DEPARTMENT

Monthly Activity Report for December 2014



PERSONNEL

- Officer David Lashley retired as of December 2, 2014.
- Police Officer candidate continuing background process.
- Two new Police officers set to start in January

OPERATIONS

Arrests – 35

Citations – 331

Total Incidents – 2448

Reports Written – 178

Code Enforcement – Total Calls: 63, Admin Citations: 3, Warnings: 5

COMMUNITY POLICING

Abandoned Vehicle Report: 20 complaints (18 resolved within 96 hours, 2 were not).

Child Safety Seats: Community Service Officers inspected 5 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:

- Colma Police Dept. Promotional Test
- SMT
- Countywide Issues Meeting
- Four Corners Meeting
- Christmas Tree Lighting Ceremony
- Menlo School Law Class Talk
- Santa at Fire Station 14
- Nesbit School Gift Giving
- Chiefs Retreat
- Carlmont High School MOU Meeting
- NDNU Christmas Party
- CalChiefs Rep. Interviews
- LPR Legislature Meeting
- NTF/VTTF Holiday Banquet
- Legislative Committee Conference Call
- News Conference with Senator Hill

Capt. Halleran attended meetings and participated in functions for:

- Central Zone Exercise
- SMT
- EOC Exercise
- Monthly Shelter Meeting
- Storm Preparation Meeting
- Op Area Pre-Storm Conference Call
- Holiday Luncheon
- Belmont CERT Meeting
- EOC Exercise
- San Mateo Co. Emergency Managers Meeting
- Santa at Fire Station 14
- San Mateo County Health Dept. Jail Inspection

Capt. Psaila attended meetings and participated in functions for:

- SMT meeting
- Wellness Committee Meeting
- Coffee with the Cops
- County-wide EOC Exercise
- Retirement Party
- SWAT Training
- Meetings with Recruits
- CHS Mentor Meetings
- Meetings with Sergeants
- Leadership Program
- Colma Police Dept. Promotional Oral Panel

TRAINING		
NAME	DATE(S)	CLASS
T. Adams	Media Relations PIO	December 2-4, 2014
D. DeSmidt	SMCPCSA Seminar	December 3-5, 2014
J. Christman	SLI	December 4-6, 2014
J. Fredstrom	Advanced Dispatcher	December 9-11, 2014
D. Lewis	Vehicle Ops	December 11-12, 2014
T. Psaila	Leadership Program	December 12, 2014
P. Lotti	SLI	December 18-20, 2014
Teams A/C +	Critical Incident Exercise	December 20, 2014
Teams B/D +	Critical Incident Exercise	December 22, 2014

POLICE RESPONSE HIGHLIGHTS
<ul style="list-style-type: none"> • In December, three would-be auto burglars were thwarted by an observant night shift officer who noticed the “look-out” on South Road and took immediate action. • During the holidays, the entire Police Department, in collaboration with Belmont Fire, the Belmont/Redwood Shores School District, and the Sequoia High School District, participated in scenario based “Violent Intruder” training at both Carlmont High School and Ralston School. To add to the realism, Officers utilized simunitions (weapons that shoot paint), and school staff added to the drama as role players. • Minutes after receiving the call of a package being stolen off a porch on Miramar Terrace in December, Belmont Officers located and arrested the suspect nearby, and found he had several other stolen packages inside his vehicle. Detectives subsequently served a search warrant at the suspect’s residence, and the investigation revealed numerous stolen items belonging to 56 victims around the Bay Area.

Belmont Fire Department



Monthly Activity Report

For

December 2014

Personnel

Retirements: None

Recruitments: None

Promotions: Two Firefighter Recruits completed Fire Academy and are on shift.

Operations

Emergency Response: For the month of December there were 253 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	4
Rescue & Emergency Medical	152
Hazardous Condition	3
Service Call	21
Good Intent Call	48
False Call	23
Other Type of Situation Found	2
Total	253

Mutual Aid Received	24
Mutual Aid Extended	34

Community Outreach

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

Meeting with PD Code Enforcement Officer * SMT & SinC Meetings * Command Staff Meeting * Budget Review Meeting with Finance * Meeting with SF Airport Fire * Life Saving Committee Meeting * San Mateo Fire FACT Meeting * Storm Preparation Meeting * Apparatus Committee Meeting * Joint DVP Meeting * Meeting with CA National Guard's 95th Civil Support Team * Fire Operations Group Meeting * Emergency Managers Association Meeting * Station 14 Holiday Event * Belmont Trailer Park Holiday Event *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

Pancake Breakfast & Craft Fair * Multiple Toy Drive Pick-Ups for Holiday Toy Drive * Safety Talk for Girl Scout Troop * Hazmat 14 Show & Tell * Cub Scout Fire Station 15 Tour * Station 14 CERT Meeting * Sunrise Assisted Living Open House * Station 14 Holiday Event * Belmont Trailer Park Holiday Event *

Training

Fire Personnel attended the following training & exercise opportunities:

Active Shooter Drill with PD at Ralston Middle School * EMS Training at Central County Fire Station 34 * Probationary Firefighters Training at Stations 14 & 15 *

Total Department Training Hours for Month	153
Average Training Hours by Shift for Month	51

December Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	5
New Business License Inspections	4
Plan Reviews	5
Site Plan Reviews	2
Fire Inspections/Fire Finals	0
Training/Inspections with Belmont Building Inspector	66

2014 Responses by Incident Type

Incident Type	Total	% of Total
Fire & Explosion	53	2%
Overpressure/Rupture/Explosion	4	0.2%
Rescue & Emergency Medical	1685	63.3%
Hazardous Condition	54	2%
Service Call	252	9.5%
Good Intent Call	407	15.3%
False Call	204	7.7%
Other Type of Situation Found	5	0.2%
Total	2664	100%

2014 Mutual Aid Received & Extended

Mutual Aid Received	358
Mutual Aid Extended	290



**Engineering Monthly Report
Public Works Department
January 09, 2015**

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
2015 Pavement Reconstruction Project	Dalia Manaois	Project received environmental clearance on 12/24/14. Finalizing project submittal package for Caltrans approval.	Receive right-of-way certification and submit final project to Caltrans.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds.
Old County Road Street Lighting (Phase II)	Gilbert Yau	Staff developed the street light fixture standard plan and continues coordination with PG & E for the design. Staff met with PG & E to allocate additional funds. PG & E has identified a few agencies that may have unused Rule 20A funds available.	Prepare Right-Of-Way Certification. Working with PG & E for the design and boundary map revision to accommodate the allocated funds. Approach other agencies to borrow their unused Rule 20A to fund this project.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau	Consultant conducted field survey and preparing preliminary plans. Staff is preparing environmental study.	Complete survey and design. Submit environmental studies to Caltrans.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	City and Redwood City need to reach an agreement on design and construction of improvements.	Project on hold.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Consultant conducted field survey and preparing preliminary plans. Staff is preparing environmental study.	Complete survey and design. Submit environmental studies to Caltrans.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Ralston and Harbor Pump Station Lid Replacement Project	Gilbert Yau	Contractor installed lids and safety nets.	Complete punch list. Process paperwork to close out project.	This project replaced 4 concrete lids at the Ralston and Harbor Storm Pump Stations.
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue. Staff is working with the City of San Mateo to study impact to their downstream facilities.	On Hold- Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	Conduct fatigue analysis and wall assessments of non-metallic pipes.	Analyzing results of the inspection and prepare a condition assessment report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
Ralston Avenue Sewer Main Improvement Project- Phase 1	Bozhena Palatnik	Contractor completed all the pipe installation and in is in the process to finish all miscellaneous items.	Complete punch list and resolve extra work cost. Submit to Council for final acceptance.	Unforeseen difficulties have required setting up 3 additional bore pits to provide easier access for installing the pipe.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 17 # of Inspections assigned: 52	Ongoing	

December 11,2014 Storm Call Summary	
52	Sandbag inquiries
8	Tree/Branch Down
16	Flooding
14	Storm Drain/ditch
8	Storm (Other)
7	Sewer issues
1	Creek
106	Total Storm-related calls

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log December							
Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	3	3				1	
Emergency Sewer Calls -after hours							
Emergency Storm Calls-after hours	2	2				2	Creek monitor alarm
Emergency Sewer Pump Station							
Graffiti/Vandalism							
Illicit Discharge							
Public Inquiry	16	10	6				
Sewer Repair							
Sewer Lateral/PLCO	28	28					
Sewer Overflow	1	1				1	
Sidewalk/curb and gutter	4	1		3			
Storm Drain	10	10					
Street Light	28	9	6	13			2 lights- other agency responsibility
Street Maintenance/ Potholes	10	4	2	1	3		
Street Signs	2		1	1			
Street Sweeping							
Traffic Signals	3	2	1				
Weeds/ shrubs/trees (within ROW)	2	2					
Storm Related Call	106	106					December 11th rain event (52 sandbag calls)
Recology Calls	6	6					
Total Requests/turn around time	221	184	16	18	3		
Percentage		83%	7%	8%	1%		
Previous Month's Total	92	60	13	17	6		
Previous Month's Percentage		65%	14%	18%	7%		

Public Works Department- Preventative Maintenance

Preventative Maintenance	Total #	Unit
Sewer Line Cleaning Footage	6,994	feet
Storm Line Cleaning Footage	210	feet
Sewer Video Inspection Footage	1,000	feet
Storm Drain Video Inspection Footage	930	feet
Curb Miles Swept - mileage	499	miles
Vehicle Preventative Maintenance	20	vehicles
Vehicle Repairs	33	vehicles



Peninsula Humane Society & SPCA

12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Shelter Services Report

Jurisdiction: BELMONT for the period of 11/1/2014 to 11/30/2014.

Dogs	6	2.14%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	8	2.47%	
Other	0	0.00%	
Wildlife	13	2.88%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Total	27	2.41%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	4	66.67%	6	75.00%	0	0.00%	13	100.00%	23	85.19%
Owned	2	33.33%	2	25.00%	0	0.00%	0	0.00%	4	14.81%
Other Agency	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Adopted	1	25.00%	5	100.00%	0	0.00%	0	0.00%	6	60.00%
RTO - Release - Transfer	3	75.00%	0	0.00%	0	0.00%	0	0.00%	3	30.00%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Untreatable	0	0.00%	0	0.00%	0	0.00%	1	100.00%	1	10.00%

DOA - Died	0	0.00%	1	33.33%	0	0.00%	12	100.00%	13	76.47%
Owner Requested Euthanasia	2	100.00%	2	66.67%	0	0.00%	0	0.00%	4	23.53%



Peninsula Humane Society & SPCA

12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Field Services Report

Jurisdiction: **BELMONT** for the period of **11/1/2014 to 11/30/2014**.

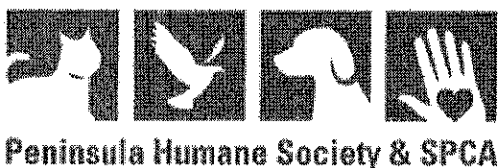
The percentages listed show the percentage of PHS's work in **BELMONT** that call type represents.

Total Activities for jurisdiction BELMONT

34

Dead Animal Calls	50.00%	17
Quarantines of Dogs/Cats/Other Domestic Animals	20.59%	7
Sick/Injured Animal Calls	11.76%	4
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	8.82%	3
Stray Animal Calls	5.88%	2
Protective Custody	2.94%	1
Aggressive Animal Calls	0.00%	0
Aggressive Animal Complaint	0.00%	0
Assist Police/Fire	0.00%	0
Assist Public	0.00%	0
Confined Dogs/Cats/Other Domestic Animals	0.00%	0
Field Euthanasias	0.00%	0
Field Returns of Domestic Animals	0.00%	0
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	0.00%	0
Municipal Code Complaint	0.00%	0
Owner Surrender Calls of Live/Dead Animals	0.00%	0
Property Inspections	0.00%	0
Traffic Hazard Animal Calls	0.00%	0
Transport Animal/Trap/Other	0.00%	0

* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.



12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Shelter Services Report

Jurisdiction: ALL JURISDICTIONS for the period of 11/1/2014 to 11/30/2014.

Dogs	281	100.00%	The numbers to the left are the number of animals outcomed for this Jurisdiction.
Cats	324	100.00%	
Other	63	100.00%	
Wildlife	452	100.00%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Total	1,120	100.00%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	201	71.53%	243	75.00%	34	53.97%	407	90.04%	885	79.02%
Owned	75	26.69%	79	24.38%	21	33.33%	0	0.00%	175	15.63%
Other Agency	5	1.78%	2	0.62%	8	12.70%	45	9.96%	60	5.36%

Adopted	86	38.22%	165	77.46%	40	80.00%	0	0.00%	291	41.28%
RTO - Release - Transfer	92	40.89%	20	9.39%	5	10.00%	63	29.03%	180	25.53%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Untreatable	47	20.89%	28	13.15%	5	10.00%	154	70.97%	234	33.19%

DOA - Died	27	48.21%	83	74.77%	11	84.62%	235	100.00%	356	85.78%
Owner Requested Euthanasia	29	51.79%	28	25.23%	2	15.38%	0	0.00%	59	14.22%



12 Airport Blvd
San Mateo, CA 94401
650/340.7022

Field Services Report

Jurisdiction: **ALL JURISDICTIONS** for the period of 11/1/2014 to 11/30/2014.

The percentages listed show the percentage of PHS's work in **ALL JURISDICTIONS** that call type represents.

Total Activities for jurisdiction ALL JURISDICTIONS	1,396	
Sick/Injured Animal Calls	18.05%	252
Dead Animal Calls	17.84%	249
Quarantines of Dogs/Cats/Other Domestic Animals	16.48%	230
Stray Animal Calls	9.67%	135
Aggressive Animal Complaint	9.17%	128
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	8.60%	120
Confined Dogs/Cats/Other Domestic Animals	5.30%	74
Field Euthanasias	3.37%	47
Property Inspections	2.51%	35
Municipal Code Complaint	2.44%	34
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	2.08%	29
Aggressive Animal Calls	1.29%	18
Traffic Hazard Animal Calls	0.86%	12
Protective Custody	0.72%	10
Assist Police/Fire	0.64%	9
Field Returns of Domestic Animals	0.36%	5
Transport Animal/Trap/Other	0.36%	5
Assist Public	0.29%	4
Owner Surrender Calls of Live/Dead Animals	0.00%	0

* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

Breakdown Report – San Mateo Co, CA

Activity from 11/1/14 through 11/30/14

Zip/Jurisdiction	Dog		Cat		Nd Fee	License Total	Replacement & Transfer	Latid Fees	Misc Revenue	Except
	1-Year	3-Year	1-Year	3-Year						
ATHERTON	19	2	4	0	0	25	0	10	1	5
	\$276.00	\$110.00	\$20.00	\$0.00	\$0.00	\$406.00	\$0.00	\$174.00	\$11.00	\$79.00
BELMONT	69	10	45	1	1	126	0	24	2	17
	\$1,339.00	\$486.00	\$213.00	\$17.50	\$0.00	\$2,055.50	\$0.00	\$376.00	\$4.00	\$243.25
BRISBANE	6	1	3	2	0	12	0	3	0	0
	\$109.00	\$0.00	\$15.00	\$35.00	\$0.00	\$159.00	\$0.00	\$47.00	\$0.00	\$0.00
BURLINGAME	74	12	9	0	0	95	0	18	1	10
	\$1,402.00	\$572.00	\$31.00	\$0.00	\$0.00	\$2,005.00	\$0.00	\$360.00	\$30.00	\$183.50
COLMA	4	0	1	0	0	5	0	1	0	0
	\$90.00	\$0.00	\$7.00	\$0.00	\$0.00	\$97.00	\$0.00	\$20.00	\$0.00	\$0.00
COUNTY	139	39	38	9	0	225	1	39	3	27
	\$2,429.00	\$1,561.00	\$181.00	\$151.25	\$0.00	\$4,322.25	\$8.00	\$676.00	\$7.00	\$456.00
DALY CITY	124	23	3	1	0	151	2	30	1	19
	\$2,737.00	\$1,035.00	\$14.00	\$17.50	\$0.00	\$3,803.50	\$16.00	\$587.00	\$5.00	\$484.00
EAST PALO ALTO	12	2	0	0	0	14	0	4	0	3
	\$268.00	\$78.00	\$0.00	\$0.00	\$0.00	\$346.00	\$0.00	\$80.00	\$0.00	\$75.00
FOSTER CITY	75	22	9	3	2	111	0	15	3	8
	\$1,263.00	\$1,059.00	\$48.00	\$33.75	\$0.00	\$2,403.75	\$0.00	\$287.00	\$24.00	\$244.00
HALF MOON BAY	65	6	3	0	0	74	1	17	2	12
	\$1,327.00	\$188.00	\$14.00	\$0.00	\$0.00	\$1,529.00	\$8.00	\$340.00	\$20.00	\$326.00
HILLSBOROUGH	58	6	4	0	0	68	0	10	0	7
	\$919.00	\$266.00	\$28.00	\$0.00	\$0.00	\$1,213.00	\$0.00	\$200.00	\$0.00	\$110.00
MENLO PARK	54	12	1	0	0	67	0	11	1	4
	\$793.00	\$348.00	\$7.00	\$0.00	\$0.00	\$1,148.00	\$0.00	\$220.00	\$2.00	\$69.00
MILLBRAE	41	14	13	0	0	68	1	12	2	12
	\$517.00	\$420.00	\$64.00	\$0.00	\$0.00	\$1,001.00	\$8.00	\$188.00	\$15.00	\$252.00
OTHER	2	0	0	0	0	2	0	0	0	0
	\$59.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59.00	\$0.00	\$0.00	\$0.00	\$0.00
PACIFICA	153	25	15	0	0	193	3	31	3	21
	\$2,654.00	\$1,195.00	\$60.00	\$0.00	\$0.00	\$3,913.00	\$19.00	\$620.00	\$33.00	\$380.00
PORTOLA VALLEY	18	2	0	2	0	22	0	1	1	4
	\$354.00	\$28.00	\$0.00	\$22.50	\$0.00	\$404.50	\$0.00	\$20.00	\$20.00	\$69.00

Breakdown Report – San Mateo Co, CA

Activity from 11/1/14 through 11/30/14

Zip/Jurisdiction	Dog			Cat		Nid Fee	Licensd Tolal	Replacement & Transfer	Late Fees	Misc Revenue	Except
	1-Year	3-Year		1-Year	3-Year						
REDWOOD CITY	202	34	\$7,013.00	54	2	\$0.00	\$5,150.00	\$0.00	\$1,038.00	\$30.00	\$795.00
	\$3,591.00	\$1,267.00		\$257.00	\$35.00						
SAN BRUNO	86	23	\$3,833.50	4	3	\$0.00	\$3,135.50	\$0.00	\$440.00	\$20.00	\$237.00
	\$1,741.00	\$1,315.00		\$28.00	\$52.50						
SAN CARLOS	86	12	\$2,904.00	13	0	\$0.00	\$2,205.00	\$0.00	\$427.00	\$4.00	\$268.00
	\$1,693.00	\$418.00		\$94.00	\$0.00						
SAN MATEO	271	38	\$9,770.25	96	7	\$0.00	\$7,589.75	\$0.00	\$1,354.00	\$95.00	\$731.50
	\$5,446.00	\$1,524.00		\$516.00	\$103.75						
SOUTH SAN FRAN	105	24	\$3,836.00	2	0	\$0.00	\$3,043.00	\$8.00	\$407.00	\$45.00	\$333.00
	\$2,095.00	\$941.00		\$7.00	\$0.00						
WOODSIDE	32	7	\$1,297.00	3	0	\$0.00	\$1,074.00	\$0.00	\$187.00	\$0.00	\$36.00
	\$649.00	\$411.00		\$14.00	\$0.00						
TOTAL REGISTRATIONS	1,695	314		320	30	\$0.00	\$47,063.75	\$67.00	\$8,043.00	\$365.00	\$5,371.25
	\$31,751.00	\$13,226.00		\$1,618.00	\$466.75						
TOTAL REVENUE										\$60,915.00	